



# State of Idaho

## Division of Occupational and Professional Licenses Idaho Board of Examiners of Nursing Home Administrators

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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### Quarterly Meeting Minutes of 10/21/2022

<b>Board</b>	Michael Crowley - Chair	<b>Division</b>	Anne Lawler, Bureau Chief
<b>Members</b>	Mary E Leonard	<b>Staff:</b>	Kent Absec, Licensing Program Manager
<b>Present:</b>	Omotayo Omotowa		John Price, Investigative Unit Manager
	Amanda Scott		Nick Crema, Legal Counsel
	Nolan Hoffer		Cesley Metcalfe, Board Support Supervisor
			Emily Rough, Board Support Specialist
			Christopher Gilliam, HR, Specialist, Sr.
			Allegra Earl, Licensing Supervisor
		<b>Others</b>	Tammy Perkins, Capital City Consulting
		<b>Present:</b>	Robert Vande Merwe, IHCA

The meeting was called to order at 9:00 AM by Michael Crowley.

#### Approval of Minutes

Motion was made and seconded to approve 07/22/2022 minutes. Motion carried unanimously.

#### DIVISION BUSINESS

**Board Training:** Mr. Gilliam presented a respectful workplace training. Mr. Crema presented a training on Idaho's Open Meeting Law.

#### BOARD BUSINESS

**Set 2023 Quarterly Meeting Dates:** The Board set its 2023 quarterly meetings for 9:00 AM MT on the following dates: January 17, 2023; April 18, 2023; July 25, 2023; and October 24, 2023.

**AIT Reporting Forms:** The Board discussed changing its Administrator in Training (AIT) reporting forms to make them clearer for students.

**AIT's Serving as Designees Simultaneously:** The Board discussed the pros and cons of AITs serving as designees. The Board will review these applications on a case-to-case basis to determine if the education and experience provided by the applicant meets the qualifications to serve as a designee.

**Licensing Report:** Mr. Absec presented a report on applications received and licenses issued and renewed by staff since the last meeting.

**Licensure Application Review:** Motion was made and seconded that NHAA-1443 applicant's work experience does not meet the qualifications as a designee. Motion carried unanimously.

Motion was made and seconded that NHAA-1444 does not meet the qualifications for examination. Motion carried unanimously.

**Adjourn**

There being no further business, the meeting was adjourned at 11:13 AM.

The next meeting is on 01/17/2023.